

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **PURCHASING ADMINISTRATOR**

**FLSA STATUS:** **NON-EXEMPT**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory and administrative work in coordinating county purchasing operations and activities. Duties and responsibilities include supervising assigned employees, coordinating purchasing activities, assisting with budget development, monitoring expenditures and budgetary compliance, reviewing/auditing and approving purchase requests, balancing purchase order encumbrances, processing documentation, maintaining records, providing administrative support within the department, and performing other tasks as assigned. Reports to County Mayor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with applicable purchasing standards and other applicable laws, rules, regulations, standards, policies and procedures; interprets laws/policies and provides direction to county departments to ensure compliance; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor and other officials to review operations, resolve problems, receive direction, and provide recommendations.

Coordinates purchasing issues and related work activities with county department heads and employees; works with departments to overcome purchasing problems or deficiencies within their departments; provides training to department heads and/or new employees involved in purchasing activities.

Oversees daily purchasing operations and activities.

Assists in developing budgets for designated areas, which may include the County Mayor's Office, State Litter Grant, Vehicle Maintenance, or other areas; monitors account balances.

Monitors expenditures; maintains balance of expenditures and related job costs in capital outlay projects; performs comparative analysis of budgetary line items, budget categories, and overall budget; oversees ending fund balances for all budget categories to ensure encumbrances do not exceed budget limitations.

Oversees purchase order encumbrance procedures; balances encumbrances on weekly, monthly, and yearly basis.

## **Rutherford County, Tennessee • Purchasing Administrator**

---

Reviews purchase requests from numerous county departments to ensure sufficient funding and compliance with purchasing guidelines and state laws; approves purchase orders within designated level of authority; reviews invoices, researches discrepancies, and forwards for payment.

Completes credit reports for various departments, allowing new accounts with vendors to be opened.

Informs County Mayor of line item and category shortfalls, and of departments which are not following established purchasing procedures.

Reviews state bids for pricing of goods/commodities.

Serves as Litter Grant Administrator; files litter grant reimbursement monthly with state Transportation Department; balances expenditures.

Provides administrative support within the department; coordinates work of administrative support staff; performs administrative tasks such as typing documents, making copies, sending/receiving faxes, filing documentation, or processing mail.

Assists in planning and preparing for meetings by compiling meeting packets, distributing documentation, maintaining records, or performing related other tasks.

Prepares various reports; reviews reports for accuracy; forwards and/or files as appropriate.

Prepares or completes various forms, reports, correspondence, purchase orders, budget documents, grant reimbursement reports, or other documents.

Receives various forms, reports, correspondence, purchase requests, purchase orders, invoices, budget documents, state bids/contracts, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, accounting, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of departmental records.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with County Mayor, county officials, county departments, employees, vendors, sales representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality and professional integrity in involvement with all county/office issues and documentation.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree with course work emphasis in Business Administration, Accounting, Purchasing, or related field; supplemented by three (3) years previous experience and/or training that includes purchasing, budget administration, bookkeeping, office administration, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have advanced computer skills in Word, Excel, PowerPoint, and SharePoint. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

## **PHYSICAL DEMANDS ANALYSIS**

1. **STANDING AND WALKING**

Estimated Total Hours:   1   Maximum Continuous Time:   1  

2. **SITTING**

Estimated Total Hours:   6.5   Maximum Continuous Time:   6.5  

3. **WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         |     | X  |
| Fumes                         |     | X  |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   |     | X  |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |                          |
|-----------------|--------------------------|
| Inside Building | <u>  100  </u> % of time |
| Outside         | <u>  0  </u> % of time   |

4. **OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         |     | X  |
| Sweeping/Mopping |     | X  |
| General Cleaning |     | X  |
| Handling Trash   |     | X  |

5. **HAND USE**

| Type of Use   | Yes | No | Frequency |
|---|-----|----|-----------|
| Keystrokes  | X   |    | Daily     |
| Grasp   |     | X  |           |
| Fine Motor i.e: writing, twisting hands or wrist, etc |     | X  |           |

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date